



SAMPLE: WRITTEN DECISION

**BEFORE THE BUREAU CHIEF OF EARLY STEPS
CHILDREN'S MEDICAL SERVICES
FLORIDA DEPARTMENT OF HEALTH**

ORDER

Children's Medical Services received a formal complaint on _____ (date) _____
from _____ (complainant) _____, the parents of a child who received
services from the _____ (Local Early Steps or provider) _____. The complainant
alleged that _____ (Local Early Steps or provider) _____ violated federal laws
relating to serving infants and toddlers with developmental delays or established
conditions under Part C of the Individuals with Disabilities Education Act. The complaint
specifically alleged that:

As required by Section 303.510 of Title 34 of the Code of Federal Regulations and the
complaint procedures as established by the Department of Health, Children's Medical
Services, an inquiry into these issues was conducted.

The Bureau Chief, Early Steps Children's Medical Services has reviewed the report of
inquiry and accepts the findings and conclusions contained therein. The report of inquiry
is adopted by the Bureau Chief in its entirety. A copy of the report is incorporated herein
and made a part of this Order.

DONE AND ORDERED THIS _____ day of _____ (month), _____ (year).

Bureau Chief, Early Steps
Children's Medical Services